

Guidelines for Poster Presenters
Oklahoma Christian University
Celebration of Excellence (CoE)
April 8, 2019

Overview

- All posters are displayed at CoE 2019 in a single, 50 minute session. Poster presenters must be on hand with their poster during the session. Come dressed professionally.
- Posters are printed on paper and mounted on easels with foam-core board backing.
- Printing fees are charged to presenter's faculty adviser, college, or CoE, unless otherwise requested.
- In most cases, posters used for other conferences will meet requirements for CoE. Contact Dr. Bill Luttrell (bill.luttrell@oc.edu) with any questions.

Size

Poster size: 42" X 56" is the maximum size. This size meets the requirements for most national conferences. The most common orientation in the U.S. is horizontal format.

Software

There are many options. The most common choice is Microsoft PowerPoint. InDesign, Photoshop are also popular. If you are new to posters, templates are highly recommended. Templates are set up for you to replace text and image placeholders with your own information.. They use default fonts and layouts that give a pleasant finished product.

Poster Design Tutorials

<http://www.makesigns.com/tutorials/scientific-poster-parts.aspx>

<Http://www.personal.psu.edu/drs18/postershow/>

<http://www.utexas.edu/ugs/our/poster>

Poster Message

A poster is a graphic display of your work. The best posters make one and only one point. What do you want viewers to learn?

Sections

The following sections are suggested, but are not all required on all posters:

- Title (fewer than 12 words) with names of authors and affiliations
- Introduction/Objectives/Aims/Problem/Goal/State Hypothesis
- Methods (keep minimal)
- Results (organize the data into tables; use units of measurement)
- Conclusion (state what you found; significance; did you answer your question/hypothesis; steps ahead)
- References (use only three to five entries)
- Acknowledgements (people who helped you; funding received)

- Contact Information (your full name, business or school address, email, phone numbers)

CoE Poster Presentation Sessions

Session Title	Time	Time to Put Poster Up*	Time to Take Poster Down*
Interdisciplinary Research	8:00-8:50 AM	7:50-8:00 AM	8:50-9:00 AM
Genetics Annotation Projects	9:00-9:50 AM	8:50—9:00 AM	9:50-10:00 AM
Computer, Electrical, and Mechanical Engineering Capstone and Summer Presentations and Demonstrations	10:00-10:50 AM	9:50-10:00 AM	10:50-11:00 AM
Biochemistry Projects	1:40-2:30 PM	1:30-1:40 PM	2:30-2:40 AM
Interdisciplinary Research	2:40-3:30 PM	2:30-2:40 PM	3:30-3:40 PM

*Please note that you have a 10 minute window of time to place your poster on an easel and another 10 minutes of time to remove your poster from the easel.

Poster Presentation Display for Celebration of Excellence

Posters will be displayed on easels in the McIntosh Conservatory. They accommodate various sizes of posters. Posters nor easels are numbered. Use any open easel.

Posters will be displayed on easels similar to the pictures below.





Floor easels for display in the McIntosh Conservatory have three levels of display arms to accommodate various sizes of posters. Posters must be mounted on a foam board backing.

Suggested options for mounting are listed in the following information.

Self-Mounting

Hobby Lobby:

Foam Board

- 20"x30" = \$5.99
- 32"x40" = \$5.99
- 40"x60" - \$6.99

Easy Tack Repositionable Adhesive = \$7.99

Professional Printing and Mounting

Displays2go online

Option: Approximately \$25

<https://www.displays2go.com/M-4/Falconboard-Sustainable-Corrugated-Cardboard-Signs-High-Quality-Custom-Printing>

Ships 4 days after approval.

Signs to Go 3130 S. Boulevard / Edmond, OK 73013 / 405.348.8648

CUSTOM FOAM CORE SIGNS - \$10 SQ. FT.

Foam Core signs are an economic and lightweight option to display your message. Perfect for indoor signs, displays, and exhibition boards.

We print directly on our 3/16" foam boards with fade resistant UV inks saving extra mounting costs and giving you a durable product that can last for years. Display on an easel, mount it to a wall, or hang it from the ceiling. Print on both sides to double your exposure!

Select to design your sign online with our free design software or upload your predesigned file. (High resolution jpeg suggested) - allow 3 days for production

<https://stg.okgconnect.com/category/foamcore-signs>

At CoE: Talking to the Audience

- Be ready to greet visitors and present your poster 5 minutes before your poster session begins. Remain with your poster until the end of your session.
- Imagine yourself in front of your poster. Someone walks up and says, "So, tell me about your research (or project)." What do you say?
 - Practice a concise, focused, one-minute "elevator pitch" that gives a summary of your work and why it is important.
 - Also, practice an expanded response of five minutes that includes: the Big Question, the data you collected, and results you found, the conclusions you made.

Assessment Form

**Undergraduate Poster Presentation
Evaluation Oklahoma Christian
University
Celebration of Excellence (CoE)
April 8, 2019**

Student(s) Name(s): _____

Presentation Title: _____

College: _____ CoE Session: _____

One award for “**Outstanding Undergraduate Poster Presentation**” will be awarded by each college; based on combined results of judging forms. Please score the criteria on the following scale: (lowest) 1 2 3 4 5 (highest).

Judging Criteria	Score
RELEVANCE: The poster offered insight into the significance and worth of the topic.	
KNOWLEDGE: The poster clearly demonstrated the student's knowledge of the topic.	
POSTER ORGANIZATION & VISUAL ELEMENTS: The poster layout was well organized and those viewing it were able to follow its logic, both spatially and verbally. The poster, including images, lettering, titles, and color, was interesting, professional, and attractive.	
REASONING: The student offered meaningful insights about the material.	
DELIVERY: Vocal projection, eye contact, confidence, and responses to questions, etc.	
OVERALL: Poster was coherent and comprehensible to a general audience.	
ACKNOWLEDGMENTS: Acknowledgement of sources and major assistance received.	0 or 5

Comments (optional):

Awarded: _____

Total Points

Reviewer Name: _____

Initials:

Reviewer Email (for additional questions if needed):

Return completed form to the welcome/information table in McIntosh Conservatory or email to Dr. Bill Luttrell (bill.luttrell@oc.edu). Form adapted from Oklahoma Academy of Science Form 2019.